DAC Digest

January 13, 2016

NOTES FROM THE DIRECTOR

ACCESS for ELLs
Testing is going fairly smoothly for most of the state, with nearly 20,000 tests administered last week, and over 15,000 administered this week already. That said, we are aware of several significant issues with DRC's helpdesk, including long wait times, lack of follow up in response to voicemails and emails, dropped calls, etc. Currently, we are working with DRC to resolve those issues as soon as possible, and we expect that more staff and phone software updates will be coming on line in the near future to improve their customer service. We appreciate your patience in working through these problems, and we will continue to work with DRC, both to support ACCESS and in anticipation of the Forward Exam.

Sharing Information
I've mentioned a couple of times before about sharing information from the DAC Digest with relevant individuals within your district, but have you thought about your Superintendent? I get calls from time to time from superintendents who have heard nothing about the new assessments and wonder when DPI is going to start sharing information. I know your district administrator gets lots of emails and notices, but let me suggest it might be worthwhile to send them a DAC Digest once in awhile, or to sit down with them and let them know how you and others are preparing. This might help them understand all the work you do as DAC.

Tea with Troy Reminder
Join us for our next Tea With Troy Office Hours optional webinar next Thursday, January 21 from 3:00-4:00. As in previous sessions, we'll have a short discussion topic followed by some brief assessment updates. January's topic and directions for connecting to the webinar will be posted in next week's DAC Digest.

~Troy
Troy Couillard, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

- **Updated - Forward Exam DTC/DAC Trainings:**
  - As mentioned last week, DRC will be hosting Forward Exam trainings for DACs and DTCs from January 25 - 29 at the locations listed below. Be on the lookout for an OSA Newsflash email shortly that will contain more information about the training agenda, event details, and registration directions. Please choose the date/location that is most

convenient for you. Note that the trainings are set for 9:30-3:30 each day, and lunch will be provided.

- January 25 - Florian Gardens, Eau Claire
- January 26 - Potawatami Carter Casino, Wabeno
- January 27 - Oshkosh Convention Center, Oshkosh
- January 28 - County Hotel, Pewaukee
- January 29 - Monona Terrace, Madison

- **Test Times:**
  - We understand districts are eager to have more information regarding the testing time guidelines for the Forward Exam in order to facilitate scheduling, staffing, space needs, etc. It is our hope to have those test time guidelines posted to our webpage by the end of next week.

- **Key Dates:**
  - The Forward Exam calendar will be updated in the next week to include information about publications, trainings, and other important upcoming dates.

- **Webpage Updates:**
  - As we get closer to our spring testing window, we continue to populate our webpage with new resources as they become available. Please note, however, that we are committed to keeping you up-to-date with what becomes available, when, and where, primarily through the DAC Digest, as well as OSA Newsflashes if/when needed.

ACT HIGH SCHOOL ASSESSMENTS

ACT & WorkKeys

- **REMINDER: Window for Ordering ACT and WorkKeys is 12:00am/midnight TODAY:**
  - The window for ACT test coordinators to provide testing enrollment numbers and to order ACT and WorkKeys test materials, and WorkKeys accommodated materials online is **January 5 to 13, 2016**.
  - An email was sent to all DACs and ACT test coordinators on 01/05/2016 from ACT state testing with specific information regarding placing an online order.
  - Guides and video tutorials with information on how to order test materials specifically for ACT and WorkKeys are available on the DPI ACT web page.

- **REMINDER: ACT - Approved Accommodations Reconsideration Requests:**
  - The deadline for requesting reconsideration of accommodation requests (that were not approved initially) in the Test Accessibility and Accommodations System (TAA) is **January 29, 2016.**

- **REMINDER - Request for off-site testing:**
  - The deadline for test coordinators to submit off-site proposals for the ACT and ACT WorkKeys is **Jan 15, 2016.**

ACCESS for ELLs

- *REMINDER:* You may box up and return completed test materials at any time. Please consolidate your return shipments if possible. If you believe you may have new students enrolling before the test window closes, retain some unused test materials to account for this. If not, you may return your unused test materials when you have completed testing.

- *REMINDER:* Please ensure that student demographics and accommodations are correct in the WIDA AMS and make corrections as necessary. New students should be added to the WIDA AMS with this information filled in.

DYNAMIC LEARNING MAPS (DLM)

- **Data Management Helpful Hints - REMEMBER, be sure to use the DATA STEWARD MANUAL for all uploads and data corrections**
  - **Uploading Student Enrollments**
    - Only new students to DLM can be manually entered; all students who took the assessment last year must be uploaded into the Portal through the Enrollment Template. Be sure to download this year's version of the template from the DLM Webpage. DPI has created a Data Translation Guide to help you with this process and is also available on the DLM Webpage.
  - **Uploading Rosters:** Rosters can be created either manually or through the Roster Upload Template, also available on the DLM Webpage.
    - Students in grades 3-11 should be included on rosters for 'ELA' and 'M'
    - Students in grades 4 and 8-11 should be included on rosters for 'SCI'
    - Students in grades 4, 8 and 10 should be included on rosters for 'SS'

PALS

- The optional PALS mid-year screening window opened on Monday, January 11, 2016 and will remain open until Friday, February 19, 2016.
  - The PALS-K and PALS 1-3 mid-year assessments (Form C) and PreK mid-year forms may be downloaded from the Materials tab of the PALS Online Score Entry and Reporting System.

- *REMINDER:* Refer to the Assessment of Reading Readiness, 2016-17 School Year guidance document prepared by DPI regarding the new requirements for assessing students for reading readiness for the 2016-17 school year.

NAEP (*selected schools only*)

- *REMINDER: Prepare for Assessment* tasks on MyNAEP (www.mynaep.com) need to be completed before a school's scheduled Pre-assessment Review Call. These tasks include:
  - Review and Verify List of Students Selected for NAEP
  - Complete SD/ELL Student Information
  - Notify Parents
  - Manage School Questionnaire
  - Manage Teacher Questionnaires
  - Identify Newly Enrolled Students
  - Plan for Assessment Day

DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
	1 - February 12: ACCESS Test Materials can be returned to DRC	ACCESS
	4 - 25: NAEP pre-assessment tasks should be completed on MyNAEP by designated NAEP School Coordinators, before the scheduled Pre-assessment Review Call	NAEP
	8: Recommended deadline to complete enrollment/user/roster uploads for participation in spring testing	DLM
	11 - February 19: PALS optional mid-year screening window	PALS
	<mark>13: MIDNIGHT DEADLINE</mark> for ACT test coordinators to provide testing enrollment numbers and to order ACT and Workkeys test materials online	ACT/ WorkKeys
	15: Recommended deadline to complete First Contact and PNP for participation in spring testing	DLM
	15: Deadline for TC to submit off-site proposal, if applicable, for the ACT and ACT WorkKeys	ACT/WorkKeys
January	18 - February 24: Window for test coordinator to prepare for testing by: ● Reviewing the status of all examinees' ACT-approved accommodations requests in TAA ● Running an advanced search in TAA to create a preliminary roster of examinees	ACT
	19 - February 19: Data uploads and validation	DLM
	21: 3:00 - 4:00 Tea with Troy	**General**
	25: NAEP testing window opens	NAEP
	25 - 29: Forward Exam training for DACs/DTCs (see above; more info to come)	Forward
	29: Deadline to submit reconsideration requests of ACT-approved accommodations in TAA	ACT
	29: Last day to order additional ACCESS Test Materials	ACCESS
	1-29: NAEP testing continues (window is Jan. 25 - Mar. 4)	NAEP
	5: Last day for ACCESS testing	ACCESS
February	12: Last day to return materials to DRC	ACCESS
	19: PALS mid-year screening and score entry window closes	PALS
	19: Data uploads and validation due	DLM

Important Tasks to Remember

❑	Order additional materials through the WIDA AMS as needed	ACCESS
❑	Upload and update Accommodations and Demographic Info in the WIDA AMS	ACCESS
❑	Pack completed test materials and return to DRC. Consolidate shipments if possible.	ACCESS
❑	Note ACT & WorkKeys 2017 administration dates and communicate to relevant team members	ACT/WorkKeys
❑	Submit off-site proposal, if applicable	ACT/WorkKeys
❑	Submit reconsideration requests of ACT-approved accommodations in TAA, if applicable.	ACT
❑	Review ACT Aspire Portal users to ensure information is accurate and up-to-date	Aspire
❑	Activate DLM user accounts in Educator Portal at least one week prior to needing access to required Test Administration training on Moodle	DLM
❑	Tech coordinators can access and download KITE Client; all testing devices must be updated for spring 2016	DLM
❑	DLM ISRs should be downloaded, reviewed, and distributed to parents/guardians ASAP	DLM
❑	Review DLM Science Test information	DLM
❑	Review *Important Updates Regarding DLM's KITE Educator Portal and Individual Student Score Reports*	DLM
❑	Upload Student Enrollments and Rosters using new templates available on the DLM Website	DLM
❑	Check out DRC's online test demo	Forward
❑	**Check out our Wisconsin Forward Exam Technology Requirements webpage for system requirement information, a DTC checklist, and tech overview**	**Forward**
❑	Download the PALS-K and PALS 1-3 mid-year assessments (Form C) and PreK mid-year forms from the Materials tab of the PALS Online Score Entry and Reporting System	PALS
❑	Review 2016-2017 Reading Readiness guidance from DPI	PALS
❑	Check DTC List; update if needed.	General

❑	With the 1/13 embargo lifted, schools/districts may now share information about their local Badger, ACT, and DLM results. Remember, data files and resources were provided via SAFE as follows:
	• 2014-15 assessment results aggregated at the school, district and state level, specifically
	 ○ Two non-redacted data files:
	  ■ Badger and DLM summary data
	  ■ ACT and DLM summary data
	 ○ Two redacted data files:
	  ■ Badger and DLM summary data
	  ■ ACT and DLM summary data
	• Optional information (under resources) to support local discussions of Badger, ACT, and DLM data
	 ○ Parent letter template
	 ○ Sample PPT
	 ○ Suggested talking points about the assessment data release
	 ○ A media release template
	 ○ A visual that compares Wisconsin statewide assessments from 2013-14 through 2015-16.
	 ○ Some updates in the "READ THIS FIRST" document.
		General